National Finance Center P.O. Box 60000 New Orleans Louisiana 70160

USDA

Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-12, Implementation of Time Manager

Date: August 14, 2006

Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

This bulletin is being issued to announce the implementation of new functionalities of the Employee Personal Page (EPP). Effective August 21, 2006, the Time Manager option of EPP will be available. Also included with this bulletin is a flyer for use in announcing these new functionalities to employees.

The Time Manager option provides employees with two types of new functionalities, the automated leave calculator and daily entry.

- The leave calculator provides an automated mechanism to track leave usage instead of using a manual leave calendar card. It will automatically appear within the EPP Time Manager tab for all EPP users.
- The daily entry function provides employees the ability to enter their T&A data on a daily basis and establish a default schedule to use as a starting point each pay period. Each agency must elect to offer their employees this daily entry option through the System for Time and Attendance Reporting (STAR) 5.0 before they can begin using this feature of the EPP. This option is activated at the contact point level.

Easy-to-use help is available for EPP by clicking *Help* at the top of each window. A detailed Leave Calculator Guide is also available from the help menu in EPP.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the Time Manager option to the Payroll/Personnel Call Center at **504-255-5230**.

MARK J. HAZUDA, Director

Government Employees Services Division

Attachment



The Employee Personal Page (EPP) has been enhanced to provide you with some new and exciting capabilities within the new Time Manager option. The Time Manager option provides you with two types of new functionalities, the automated leave calculator and daily entry.

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For those of you already taking advantage of the EPP and its Self-Service features, the new Time Manager option will reinforce what you already know about the EPP, which is how convenient and easy it is to use. For those of you who have not yet signed up for the EPP, please take a few moments to check out what the EPP can do for you and how you can begin using it.

EASY TO USE...

Why use the EPP? It is convenient, reliable, and easy to navigate. It can be accessed 24-hours a day, 7 days a week, from any PC with Internet access. It provides a wealth of your personal information when you need it and the ability to easily change your data at your discretion.

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How do I access the EPP? You can access the EPP from NFC's home page at www.nfc.usda.gov by selecting the EPP icon. Once selected, you simply click on the button that says "Sign Up" and a request will be processed for your Personal Identification Number (PIN) to be sent to your residence address. This PIN will allow you to log in to the EPP. Your PIN must be changed on the first access of the EPP and should be changed periodically thereafter to ensure confidentiality.

SEE MORE INFORMATION. . .

CHANGE YOUR DATA ONLINE...

TRACK YOUR LEAVE USAGE...

ENTER YOUR TIME DAILY...

Don't hesitate or wait another minute to take advantage of this fantastic new EPP! Sign up today!

If you need additional information on the EPP, please contact your personnel office.

United States Department of Agriculture Office of the Chief Financial Officer National Finance Center

